

FORM P(4): SITE PLAN REVIEW – ADMINISTRATIVE APPROVAL OR AMENDMENT

☐ SITE DEVELOPMENT PLAN FOR BUILDING PERMIT IN THE DOWNTOWN SU-3 ZONE

- ___ Copy of the pre-application meeting findings (A pre-application meeting is required for Downtown 2010 projects.)
- ___ Site plan and related drawings (folded to fit into an 8.5" x 14" pocket) 6 copies
- ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Notifying letter and certified mail receipts to owners of adjacent properties if required by pre-application meeting
- ___ Infrastructure List, if relevant to the site plan
- ___ Completed Site Plan for Building Permit Checklist
- ___ Solid Waste Management Department signature on Site Plan if relevant
- ___ 2 copies of the Conceptual Utility Layout Plan if relevant (mark one for Planning, one for Utility Development)
- ___ Blue-line copy of Site Plan with Fire Marshal's stamp
- ___ Copy of the LUCC approval if the site is in an historic overlay zone
- ___ Fee (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

☐ AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION

☐ AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

☐ CONCEALED OR SITE DEVELOPMENT PLAN CONTROLLED WIRELESS TELECOM FACILITY

NOTE: The requirements specified below apply to the previous 3 plan types, unless otherwise noted.

- ___ Proposed Site Plan, with changes circled and noted if amended (folded to fit into an 8.5" x 14" pocket) 5 copies
- ___ Copy of approved Site Plan being amended if applicable (folded to fit into an 8.5" x 14" pocket) 1 copy
- ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Copy of EPC or DRB Notice of Decision (not required for WTF)
- ___ Fee (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

NOTE: The next two items are also required if the square footage change is 2% or more and/or if there may be one or more parties aggrieved by the approval of the request.

- ___ Notifying letter & certified mail receipts addressed to owners of adjacent properties
- ___ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

NOTE: Only for wireless telecommunications facilities that are concealed and/or subject to site development plan review, the following materials are required for application submittal in addition to all those listed above:

- ___ Co-location evidence as described in Zoning Code §14-16-3-17(A)(5)
- ___ Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
- ___ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
- ___ Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
- ___ Distance to nearest existing free standing tower, and its owner's name, if the proposed facility is also a tower
- ___ Registered Engineer's stamp on the Site Development Plans
- ___ Office of Community & Neighborhood Coordination inquiry response as above based on ¼ mile radius

PLEASE NOTE; If you are applying for approval of a telecom site to be located on City of Albuquerque property, there are several additional requirements. Contact Debbie Stover at 924-3940 for details.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date

Form revised June 2004



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|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected | _____ - _____ - _____ |
| <input type="checkbox"/> Case #s assigned | _____ - _____ - _____ |
| <input type="checkbox"/> Related #s listed | _____ - _____ - _____ |

Planner signature / date

Project # _____